

May 14, 2001

TO: Career and Technical Education Administrators

FROM: Neils W. Brooks, Ed.D., Director  
Office of Career and Technical Education Services

SUBJECT: Workshop for New Administrators of Career  
and Technical Education

I am pleased to announce plans to conduct a workshop this summer for new administrators of career and technical education. The workshop, which will begin at 8:30 a.m. on Tuesday, July 24, 2001 and conclude at 4:00 p.m. on Thursday, July 26, is open to all administrators of career and technical education who have been appointed during the past 2 years or administrators who have attended a previous workshop and would like a "refresher." All meetings will be held at Holiday Inn Select Richmond Koger South in Chesterfield County.

Expenses for the workshop will be shared by the locality and the Department of Education (DOE). DOE will provide lodging and meals. All other expenses associated with the workshop will be the responsibility of the workshop participant.

Please return the enclosed registration form to the Department of Education by **July 9** to register for this workshop. Please contact Susan Williams at 804/371-2924 if you have any questions. We look forward to seeing you in Richmond this summer.

NWB/smw

C: Dr. Patricia Wright  
James A. Gray, Jr.

Enclosure

**WORKSHOP FOR NEW ADMINISTRATORS OF  
CAREER AND TECHNICAL EDUCATION**

**Holiday Inn Select Richmond Koger South  
1021 Koger Center Boulevard  
Richmond, Virginia 23235  
July 24-26, 2001**

- ☐ I will be attending the workshop for New Administrators of Career and Technical Education.
- ☐ Please reserve a single room for me at the Holiday Inn Select Richmond Koger South for the following nights:
- ☐ Monday, July 23 (only if driving distance exceeds 200 miles)
- ☐ Tuesday, July 24
- ☐ Wednesday, July 25
- ☐ Smoking
- ☐ Non-Smoking
- ☐ I will not need lodging.

NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

SCHOOL DIVISION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE NUMBER: ( ) \_\_\_\_\_ FAX NUMBER: ( ) \_\_\_\_\_

EMAIL Address: \_\_\_\_\_

**Please return by July 9 to:**

**Susan Williams  
Office of Career and Technical Education Services  
Virginia Department of Education  
P.O. Box 2120  
Richmond, VA 23218-2120  
PHONE: 804/371-2924  
FAX: 804/371-2456**